

Sherman County Health District
Board of Directors Meeting Minutes

Regular Board Meeting

March 10, 2022
Moro, Oregon

Present:

Board Members: President Bert Perisho, Vice President Jayme Mason (absent), Director Janice Strand, Director Mike McArthur (via telephone), Director Linda Cornie

Staff: Caitlin Blagg, District Administrator

Visitor: None

Call to Order: President Perisho called the meeting to order at 5:32 p.m.

Visitor's comments on agenda items (Discussion to be regarding agenda items only):

Consent Items

- A. **REGULAR MEETING MINUTES:** After reviewing the minutes from the February 10, 2022, Regular Board meeting, **Director Cornie made a motion to accept the minutes as written. Director Strand seconded. No discussion. Motion carried (unanimous).**

- B. **FINANCIAL REPORT:** Handed out was a financial report put together by District Administrator Blagg stating the District's cash on hand as of the end of February 2022 was \$356,614.59. Also presented was a Profit & Loss statement as of February 2022. The check register for February 2022 was gone over to explain some of the different costs. **A motion was made by Director Strand to accept the financial report for February 2022. Director Cornie seconded. No discussion. Motion carried (unanimous).**

- C. **PATIENT REPORT:** The patient report for February 2022 was given to the Board members for review. Average patient per day number was 8.07. Average number of Medical Assistant visits per day was 5.43. These nursing visits were only the visits that were scheduled as a nursing visit; they do not include any 'add on labs' that clinicians might have requested as part of an office visit.

PA-C & Administration Report

- A. **Caitlin Blagg, District Administrator:** District Administrator stated that most of her report would be covered in other agenda items.

Old Business

- A. **COVID-19 UPDATE:** District Administrator Blagg informed the Board that the Clinic continues to see a dramatic decline in in-house Covid testing, due to the widely available in-home test kits. Test kits are available at the clinic at no cost. We also have N95 masks available. Although mask regulations seem to be lifting, or will soon be, they are still required in healthcare settings. Ms. Blagg has spent some grant money on signage to help remind our patients.

- B. 109 SCOTT STREET:** District Administrator Blagg informed the Board that Teresa Farmer had come in to ask about helping with the yard maintenance at 109 Scott Street. She said that she would be happy to do the work and would charge per job: \$25/mow, \$100 spring cleanup, \$75 basic on-going maintenance. **Director McArthur made a motion to hire Teresa Farmer to do yard maintenance at 109 Scott Street for a spring cleaning, mowing as on call, and maintenance on call. It was noted that Ms. Farmer is to do no spraying and use no chemicals. Director Cornie seconded. No discussion. Motion carried (unanimous).**

Ms. Blagg mentioned that the rent for the apartments (#1, #2 and #3) has not been raised in the nearly 9 years she has worked here and probably for years prior to that. She suggested it is time we look at raising the rent prices. Oregon law limits the maximum rent increase rate at 9.9% for 2022. **Director Strand made a motion to raise rent for apartments #1, #2 and #3 by 9.9% for a total monthly rent of \$439 per month per unit. Director McArthur seconded. No discussion. Motion carried (unanimous).** Ms. Blagg will send a letter to each tenant to let them know if the change. The rates will increase as of July 1, 2022, to match the fiscal year start.

Ms. Blagg shared a copy of the proposed lease agreement and rental application for 109 Scott Street. The Board members had a lot of suggestions and comments in regard to how best protect the District and preserve the property in the best possible way. After quite a bit of discussion it was decided that Ms. Blagg would collect all the board members notes and compile them and then Director Strand would meet with Ms. Blagg to come up with an updated copy of the lease agreement and have it ready for the April meeting.

It was noted to advertise the property on the Oregon Frontier Chamber of Commerce.

New Business

- A. CURRENT RENTAL SPACES:** Ms. Blagg covered this topic in the 109 Scott Street. This was regarding increasing the rent for the apartment spaces.
- B. RED CROSS BLOOD DRIVE:** District Administrator Blagg informed the Board that she is working with the Red Cross to host a blood drive as part of community engagement and outreach. Ms. Blagg is partnering with Sherman County Emergency Services for this event, with the thought that it will be held at the fire hall. This event will likely be held on June 14th.
- C. BUDGET COMMITTEE MEMBERS:** Ms. Blagg mentioned that we are looking for more budget committee members. The advertisement will go in The Times Journal in the next couple of weeks.
- D. 2022-2023 COLA INCREASE:** Ms. Blagg checked with the County Court, and they do not have the number they expect to use for County Employees yet. President Perisho also mentioned to use the Consumer Price Index out of Portland.

E. **ANNUAL PERFORMANCE REVIEWS:** Ms. Blagg is working on these and will have them complete before the April Board meeting.

Good of the Order:

A. Ms. Blagg reviewed the topics discussed at the meeting with North Central Public Health Department and her meeting with Center for Living.

Future Agenda Items:

- Billing Position

Adjourn

Director Cornie made a motion to adjourn the meeting. Director Strand seconded. Meeting adjourned at 7:01 p.m.

The next Board Meeting will be on Thursday, April 14th, 2022, at 5:30 pm, in the Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator

Absent
Board President
Bert Perisho

Mason
Vice-President
Jayme Mason

Via Telephone
Director
Janice Strand

McArthur
Director
Mike McArthur

Linda Cornie
Director
Linda Cornie

4/14/2022
Date